

## Trial Balance by Subledger

### Navigation

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### Process

- 1) Enter Subledger and Subledger Type in *Subledger* fields
- 2) Click *Find*.

### Result

The current month's activity will appear in the *General Ledger Period* column and the current fiscal year's activity will appear in the *General Ledger YTD Bal* column.

*NOTE: Change Thru Date to 06/30/2004 to see SFY 2004, 06/30/2003 to see SFY 2003, etc.*

**T/B by Subledger - Trial Balance by Subledger**

Select Find Close Row Tools

Subledger: 00665673 A MEYER, FRED  
Fund: Ledger Type: AA General Ledger  
Business Unit: \* Thru Date: 01/31/2005 Period / Date  
Object Account: \*

Records 1 - 12 [Customize Grid](#)

	Account Number	Account Description	General Ledger Period ...	General Ledger YTD Bal...	Subledger	Subledger Type
<input type="checkbox"/>	13251001.522200	CONFERENCE REGISTRATION		650.00	00665673	A
<input type="checkbox"/>		Total Object Account		650.00		
<input type="checkbox"/>	13251001.571100	BOARD & LODGING	90.33	1,061.74	00665673	A
<input type="checkbox"/>		Total Object Account	90.33	1,061.74		
<input type="checkbox"/>	13251001.572100	COMMERCIAL TRANSPORTATIO		29.00	00665673	A
<input type="checkbox"/>		Total Object Account		29.00		
<input type="checkbox"/>	13251001.574500	PERSONAL VEHICLE MILEAGE		642.76	00665673	A
<input type="checkbox"/>		Total Object Account		642.76		
<input type="checkbox"/>	13251001.575100	MISC TRAVEL EXPENSE		45.00	00665673	A
<input type="checkbox"/>		Total Object Account		45.00		
<input type="checkbox"/>		Total Business Unit	90.33	2,428.50		
<input type="checkbox"/>		Total Subledger00665673 A	90.33	2,428.50		

To see the detail transactions for an account, flag the row and click *Select*. This will take you to the T/B by Subledger - Work with Account Ledger screen (see next page).

This screen shows the detail for account 13251001.571100.

**T/B by Subledger - Work With Account Ledger**

Account: 13251001.571100 BOARD & LODGING  
 Ledger Type 1: AA General Ledger From Date: 07/01/2004  
 Ledger Type 2: Thru Date: 01/31/2005  
 Subledger/Type: 00665673 A MEYER, FRED  
☒ Posted ☐ Unposted ☐ All YTD: 1,061.74

**Records 1 - 19**

Do Ty	Doc Number	Doc Fd	G/L Date	Explanation	Explanation -Remark-	LT 1 Amount	LT 1 Debit	P C
PV	4083375	10000	10/01/2004	VALENTINOS OF LINCOLN INC	Inv IN000063110; NE Dept of Ed	5.66	5.66	P
PV	4145276	10000	10/14/2004	HOLIDAY INN EXPRESS, VALENTINE	Meyer,Fred;Room306-11;09/02-03	54.95	54.95	P
PV	4145293	10000	10/14/2004	THE CORNHUSKER	Inv.278958-59;61-62;67;309502	72.00	72.00	P
PV	4159379	10000	10/18/2004	MEYER, FRED	10/5; 10/7; 10/8 Expenses	12.00	12.00	P
PV	4159534	10000	10/18/2004	HIGHNOONERS DELI	Lunch 10/8/04 SOB Education	5.85	5.85	P
PV	4256143	10000	11/03/2004	THE CORNHUSKER	Meyer 278972	72.00	72.00	P
PV	4340261	10000	11/22/2004	MEYER, FRED	10/19-10/22; 11/4-11/5/04	480.46	480.46	P
PV	4449511	10000	12/13/2004	NEBRASKA ASSOCIATION OF SCHOOL	Imes; Higgins; & VanDeventer	11.00	11.00	P
PV	4449564	10000	12/13/2004	RAMADA INN EXECUTIVE CENTER	Meyer,Fred 31235 Room 514	124.20	124.20	P
PV	4449611	10000	12/13/2004	THE CORNHUSKER	Inv278986 Meyer,Fred 11/4-5	72.00	72.00	P

Click *Report*, *Print Ledger* then click *OK* on the Printer Selection screen to send a print job to the processing queue.

To see the document detail, flag the row and click *Select*. For a Payment Voucher, this will take you to the T/B by Subledger – Enter Voucher – Payment Information screen (see next page).

This screen shows the detail for PV 4083375.

**T/B by Subledger - Enter Voucher - Payment Information - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <https://www.nis.ne.gov/jde/servlet/com.jdedwards.runtime.virtual.VCServlet?reloadVCServlet=true> Go Links

**J D E D W A R D S** T/B by Subledger - Enter Voucher - Payment Information

OK Delete Cancel Form Row Tools

**Errors**

Issues (click each label for more information):

- [Date is in this Yr but Prior Mth \(PBCO\)](#)

Please look for the highlighted fields, correct the entries, and resubmit your request.

Document No/Typ/Co: 4083375 / PV / 10000 Batch No: 448212 Prev Doc:

Fund: 10000 STATE GENERAL FUND

Supplier Number: 553142 VALENTINOS OF LINCO... Business Unit: 13251201

Invoice Number: IN000063110 ☐ Discount % Payment Terms: 000

Invoice Date: 09/12/2004 G/L Date: 10/01/2004 Service/Tax Date: 10/01/2004

**Records 1 - 11** [Customize Grid](#)

	Pay Item	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C	Open Amount	GL Bank Account Number
<input type="checkbox"/>	001	68.02		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400
<input type="checkbox"/>	002	10.00		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400
<input type="checkbox"/>	003	5.66		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400
<input type="checkbox"/>	004	5.66		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400
<input type="checkbox"/>	005	5.66		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400
<input type="checkbox"/>	006	5.66		Inv IN000063110; NE Dept of Ed	09/12/2004	P	D		99993.110400

Gross: 123.30 Disc: Tax: Taxable:

Internet

Click *Cancel* on this screen, then click *Close* on the Work with Account Ledger screen, and then click *Close* on the T/B by Subledger screen to return to the menu.